

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK  
POSITION VACANCY 16-01**

**POSITION:** Jury Administrator

**LOCATION:** Buffalo, New York

**DEADLINE:** February 29, 2016, or until filled

**SALARY:** \$40,185 to \$79,024 (CL 25/26/27\*)

*\*promotion potential to CL 27, without further competition based on eligibility and staffing needs*

***Position Overview***

The Jury Administrator performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules; ensures the efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries; and makes determinations as to juror attendance; provides assistance and support to higher-level positions; processes notices, enters data, provides customer service, prepares mail, and/or conducts jury orientation; manages the entire jury process from beginning to end, ensuring that the Court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system; prepares standard and non-standard statistical and financial reports for judges and management; and is responsible for leading, supervising, and mentoring other court staff performing jury administration duties for the Buffalo and Rochester, NY Clerk's Offices. The Jury Administrator reports directly to the Chief Deputy Clerk and serves as a member of the Clerk's Office management team.

The duties and responsibilities of the position include, but are not limited to, the following:

- Maintain and manage the jury system and jury wheels. Monitor court calendars (and/or coordinate with courtroom deputies or others) to determine appropriate number of jurors needed. Performs duties relating to sequestration of jurors.
- Perform duties relating to master wheel refill and grand jury selection. Monitor and record juror attendance and selection. Provide support and assist jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors; prepare attendance certificates on behalf of jurors. Process returned summons (including data entry and preparing excusal letters).
- Maintain and update the inbound and outbound telephone calls through use of an interactive voice response system for summoned jurors.
- Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, U.S. Marshal Service, U.S. Attorney's Office, or other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Respond to juror inquiries and requests (in person, by phone, and in writing). Resolve juror candidate requests for deferral, waivers, or special needs. Conduct orientation and provide information to juror candidates and selected jurors. Attend courtroom proceedings and answer questions related to juror candidates.
- Enter and compile information regarding empaneled jurors. Prepare and provide information and/or reports for judges and others regarding jury panels.
- Coordinates, schedules and assists naturalization ceremonies.
- Provide training, guidance, and formal supervision for other employees performing jury administration work.
- Other duties as assigned

## ***Qualifications***

Eligible candidates must possess a high school diploma or equivalent. To qualify for CL 27, candidates must possess two years of specialized experience and two years of general experience.

***General Experience*** - Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

***Specialized Experience*** - Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

***Educational Substitution*** - Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

## ***Benefits***

Eligible employees may elect health, life, dental, vision, disability, and long-term care options; participate in a defined benefit retirement plan; elect matching, tax-deferred and/or Roth Thrift Savings Plan options; elect flexible medical, dependent care and commuter benefits; participate in a transit subsidy program; and enjoy paid holidays and leave.

## ***Applicant Information***

Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at [www.uscourts.gov](http://www.uscourts.gov)), and a cover letter to: Robert H. Jackson United States Courthouse, Room 200, Attention: Vacancy 16-01, 2 Niagara Square, Buffalo, New York 14202.

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's website at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov). Only qualified applicants will be considered for this position. Only those applicants selected for an interview will be contacted and only applicants invited for a personal interview will be advised of the outcome of the selection process. The court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants selected for interviews must travel at their own expense and relocation expenses will not be paid. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the candidate selected for this position will be subject to a background check. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, or to leave the position unfilled, any of which actions may occur without any prior written notice.

***The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.***